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JAN 18 1955

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT : Proposal to Establish Special Courier Service for Transportation of Official Personnel Files Between Agency Buildings

REFERENCE : Your Memorandum of 27 December 1954, to Deputy Director (Administration), re: "Secure Transportation of Personnel Files to Agency Buildings," with attached supporting staff study

1. I have carefully reviewed the proposal contained in the referenced memorandum, and in the course of this review I have obtained the opinions of the Director of Security and the Chief, Management Staff, regarding the feasibility of establishing a special courier service expressly to handle the volume of traffic of Official Personnel Files between Agency buildings.

2. Although he was sympathetic to the administrative problems involved in the exchange of Official Personnel Files between offices so widely dispersed as are the consumers of this particular Personnel service, the Director of Security did not feel that the addition of the special services you had requested was justified from a security point of view.

3. In like vein, the Chief, Management Staff, noted that there appeared to be insufficient justification in the proposal to establish what, in effect, would be a delivery system that duplicated facilities already in being and available for the purpose of secure and expeditious transportation of Official Personnel Files.

4. While I am sure that greater convenience would result from employment of a special courier-driver in the manner you have proposed, I am sure you understand our dual obligation to explore all other available possibilities before resorting to such an expedient. The retention of files by operating components for inordinate lengths of time (cited in your supporting staff study) also appears to be a problem not permissible of solution through the establishment of a new messenger system, regardless of its potential efficiency.

5. The Mail and Courier Branch, Administrative Staff, Logistics Office, advises me that they provide rapid and secure delivery service between Agency buildings, with six regular deliveries and pick-ups daily, and with special courier service when required. Under their control are two 1-ton panel trucks, each staffed with two couriers and a driver, and

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trips are scheduled regularly during normal working hours. In addition, regular courier service of the same kind is available on Saturdays until 1400 hours, with special service on an "on-call" basis after that time. It is the opinion of the Chief, Mail and Courier Branch, that he could adequately service your needs, based on an estimate of approximately 120 files daily, with a guarantee of 2-hour delivery.

6. In view of the facts cited above, I have concluded that the proposal contained in the referenced memorandum is not justified at this time. Your office is invited to get in touch with the Chief, Mail and Courier Branch, Administrative Staff, Logistics Office, for the purpose of making arrangements for central pick-up and delivery points in order to service your current needs.

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L. K. WHITE
Deputy Director
(Administration)

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